

LIVINGSTON PARISH SHERIFF

**Financial Statements, Supplemental Information,
Independent Auditors' Report,
and Other Reports Required by Governmental Auditing Standards**

For the Year Ended June 30, 2002

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 11/29/03

**DEAN AND DEAN
CERTIFIED PUBLIC ACCOUNTANTS**

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CERTIFIED PUBLIC ACCOUNTANTS

Donald A. Dean, CPA
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INDEPENDENT AUDITORS' REPORT

December 27, 2002

Honorable Willie Graves
Livingston Parish Sheriff

We have audited the component unit financial statements of the Livingston Parish Sheriff, as of and for the year ended June 30, 2002. These financial statements are the responsibility of the Livingston Parish Sheriff's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the component unit financial statements referred to above present fairly, in all material respects, the financial position of the Livingston Parish Sheriff at June 30, 2002, and the results of operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In Accordance with Government Auditing Standards, we have also issued a report dated December 27, 2002, on our consideration of the Sheriff's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

Respectfully submitted,



Dean and Dean, CPA's

LIVINGSTON PARISH SHERIFF
 COMBINED BALANCE SHEET
 ALL FUND TYPES AND ACCOUNT GROUPS
 JUNE 30, 2002

STATEMENT A

	Governmental Fund Type	Fiduciary Fund Type	General Fixed Assets	Totals (Memorandum Only)
	General Fund	Agency Funds		
ASSETS AND OTHER DEBITS				
Cash and cash equivalents	\$ 8,143,993	\$ 915,895	\$ -0-	\$ 9,059,888
Taxes receivable	330,431			330,431
Due from other governments	276,559			276,559
Land, buildings, and equipment			6,262,863	6,262,863
Amount to be provided for retirement of capital leases				0
TOTAL ASSETS	\$ 8,750,983	\$ 915,895	\$ 6,262,863	\$ 15,929,741
LIABILITIES, FUND EQUITY, AND OTHER CREDITS				
Liabilities				
Accounts, salaries, and withholds payable	\$ 162,123	\$ -0-	\$ -0-	\$ 162,123
Due to taxing bodies and others		915,895		915,895
Long-term capital leases				0
Total Liabilities	162,123	915,895	-0-	1,078,018
Fund Equity				
Investment in general fixed assets			6,262,863	6,262,863
Fund balance: Unreserved-undesignated	8,588,860			8,588,860
Total Fund Equity	8,588,860	-0-	6,262,863	14,851,723
TOTAL LIABILITIES AND FUND EQUITY	\$ 8,750,983	\$ 915,895	\$ 6,262,863	\$ 15,929,741

See Accompanying Notes

LIVINGSTON PARISH SHERIFF
 COMBINED STATEMENT OF REVENUES,
 EXPENDITURES, AND CHANGES IN FUND BALANCES -
 ALL GOVERNMENTAL FUND TYPES - GENERAL FUND
 FOR THE YEAR ENDED JUNE 30, 2002

Statement B

REVENUES

Ad valorem taxes	\$ 3,512,649
Sales taxes	3,857,856
Fees, charges, and commissions for services	1,257,863
Intergovernmental revenue	1,140,930
Use of property and money	426,916
Miscellaneous	<u>65,579</u>
Total Revenues	<u>10,261,793</u>

EXPENDITURES

Personal services and related benefits	6,325,880
Materials and supplies	1,333,027
Operating services	1,132,610
Capital outlay	1,367,367
Travel and other charges	<u>364,675</u>
Total Expenditures	<u>10,523,559</u>

EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	(261,766)
FUND BALANCE AT BEGINNING OF YEAR	<u>8,850,626</u>
FUND BALANCE AT END OF YEAR	<u>\$ 8,588,860</u>

See Accompanying Notes

LIVINGSTON PARISH SHERIFF
 COMBINED STATEMENT OF REVENUES,
 EXPENDITURES, AND CHANGES IN FUND BALANCES -
 BUDGET (GAAP BASIS) AND ACTUAL
 ALL GOVERNMENTAL FUND TYPES - GENERAL FUND
 FOR THE YEAR ENDED JUNE 30, 2002

Statement C

	Budget	Actual	Variance- Favorable (Unfavorable)
REVENUES			
Ad valorem taxes	\$ 3,511,760	\$ 3,512,649	\$ 889
Sales taxes	3,857,830	3,857,856	26
Fees, charges, and commissions for services	1,237,445	1,257,863	20,418
Intergovernmental revenue	1,116,715	1,140,930	24,215
Use of property and money	296,360	426,916	130,556
Miscellaneous	65,225	65,579	354
Total Revenues	10,085,335	10,261,793	176,458
EXPENDITURES			
Personal services and related benefits	6,293,550	6,325,880	(32,330)
Materials and supplies	1,299,110	1,333,027	(33,917)
Operating services	1,110,072	1,132,610	(22,538)
Capital outlay	1,332,300	1,367,367	(35,067)
Travel and other charges	351,461	364,675	(13,214)
Total Expenditures	10,386,493	10,523,559	(137,066)
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	(301,158)	(261,766)	39,392
FUND BALANCE AT BEGINNING OF YEAR	8,850,626	8,850,626	
FUND BALANCE AT END OF YEAR	\$ 8,549,468	\$ 8,588,860	\$ 39,392

See Accompanying Notes

LIVINGSTON PARISH SHERIFF
NOTES TO THE FINANCIAL STATEMENTS
As of and For the Year Ended June 30, 2002

A. THE REPORTING ENTITY

As provided by Article V, Section 27 of the Louisiana Constitution of 1974, the Sheriff serves a four year term as the chief executive officer of the law enforcement district and ex-officio tax collector of the parish. The Sheriff administers the parish jail system and exercises duties required by the parish court system, such as providing bailiffs, executing orders of the court, and serving subpoenas.

As the chief law enforcement officer of the parish, the Sheriff has the responsibility for enforcing state and local laws and ordinances within the territorial boundaries of the parish. The Sheriff provides protection to the residents of the parish through on-site patrols and investigations and serves the residents of the parish through the establishment of neighborhood watch programs, anti-drug abuse programs, et cetera. Additionally, the Sheriff, when requested, provides assistance to other law enforcement agencies within the parish.

As the ex-officio tax collector of the parish, the Sheriff is responsible for collecting and distributing ad valorem property taxes, parish occupational licenses, state revenue sharing funds, sportsman's licenses, and fines, costs, and bond forfeitures imposed by the district court.

In April of 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards for state and local governmental entities. The GASB has issued a codification of governmental accounting and financial reporting standards (1987). This codification and subsequent GASB pronouncements are recognized as generally accepted accounting principles for state and local government. The accompanying financial statements have been prepared in accordance with such principles.

As the governing authority for the parish, for reporting purposes, the Livingston Parish Police Jury is the financial reporting entity for Livingston Parish. The financial reporting entity consists of (a) the primary government, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

GASB Statement No. 14 established criteria for determining which component units should be considered part of the Livingston Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

LIVINGSTON PARISH SHERIFF
NOTES TO THE FINANCIAL STATEMENTS
As of and For the Year Ended June 30, 2002

1. Appointing a voting majority of an organization's governing body, and (a) The ability of the police jury to impose its will on that organization and/or (b) The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Because the police jury has authority over the Sheriff's capital budget, the Sheriff was considered to be fiscally dependent on the police jury. For this reason the Sheriff was determined to be a component unit of the Livingston Police Parish Jury, the reporting entity. The accompanying financial statements present information only on the funds maintained by the Sheriff, and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

B. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

FUND ACCOUNTING

The accounts of the Sheriff are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures. Revenues are accounted for in these individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The funds presented in the financial statements are described as follows:

General Fund

The General Fund, as provided by Louisiana Revised Statute 33:1422, is the principal fund of the Sheriff's office and accounts for the operations of the Sheriff's office. The Sheriff's primary source of revenue is an ad valorem tax levied by the law enforcement district. Other sources of revenue include commissions on state revenue sharing, state supplemental pay for deputies, civil and criminal fees, fees for court attendance and maintenance of prisoners, et cetera. General operating expenditures are paid from this fund.

LIVINGSTON PARISH SHERIFF
NOTES TO THE FINANCIAL STATEMENTS
As of and For the Year Ended June 30, 2002

Agency Funds

The agency funds are used as depositories for civil suits, cash bonds, taxes, fees, et cetera. Disbursements from these funds are made to various parish agencies, litigants in suits, et cetera, in the manner prescribed by law. The agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations

GENERAL FIXED ASSETS

Fixed assets used in governmental fund operations (general fixed assets) are accounted for in the general fixed assets account group, rather than in the General Fund. General fixed assets provided by the parish police jury are not recorded within the general fixed assets account group. Fixed assets are valued at historical cost. No depreciation has been provided on general fixed assets.

The general fixed assets account group is not a fund. It is concerned only with the measurement of financial position and does not involve measurement of results of operations.

BASIS OF ACCOUNTING

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The General Fund is accounted for using a flow of current financial resources measurement focus. The accompanying component unit financial statements have been prepared on the modified accrual basis of accounting for all funds except the Agency funds which are prepared on the cash basis of accounting which approximates the modified accrual basis of accounting. The General Fund uses the following practices in recording revenues and expenditures:

LIVINGSTON PARISH SHERIFF
NOTES TO THE FINANCIAL STATEMENTS
As of and For the Year Ended June 30, 2002

Revenues

Ad valorem taxes and the related state revenue sharing (which is based on population and homesteads in the parish) are recorded in the year the taxes are assessed. Ad valorem taxes are assessed and become due on November 15 of each year and become delinquent on December 31. The taxes are generally collected in December of the current year and January and February of the ensuing year.

Federal and State grants are recorded when the law enforcement district is entitled to the funds.

Sales and use tax revenues are collected by the Livingston Parish School Board and are recognized by the law enforcement district as revenue in the month the tax is collected.

Interest on investments and all other revenues are recorded when the income is measurable and available.

Expenditures

Expenditures are generally recognized under the accrual basis of accounting when the related fund liability is incurred.

BUDGET PRACTICES

The proposed budget for 2002 was made available for public inspection on July 1, 2001. The proposed budget, prepared on the same basis of accounting as the financial statements, was published in the official journal fifteen days prior to the public hearing, which was held at the Livingston Parish Sheriff's office on July 15, 2001 for comments from taxpayers. The budget is legally adopted and amended, as necessary, by the Sheriff.

All expenditure appropriations lapse at year end. Unexpended appropriations and any excess of revenues over expenditures are carried forward to the subsequent year as beginning fund balance.

Neither encumbrance accounting nor formal integration of the budget into the accounting records is employed as a management device. However, periodic comparisons of budget and actual amounts are made. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

LIVINGSTON PARISH SHERIFF
NOTES TO THE FINANCIAL STATEMENTS
As of and For the Year Ended June 30, 2002

CASH AND CASH EQUIVALENTS

Cash equivalents are considered to be all highly liquid investments with maturities of three months or less when purchased.

Under state law, the Sheriff may deposit funds in interest bearing demand deposits, money market accounts, or time deposits with state banks organized under the Louisiana law or national banks having their principal offices in Louisiana. Tax collections must be deposited in a bank domiciled in the parish where the funds are collected.

VACATION AND SICK LEAVE

Each year all permanent full-time employees of the Sheriff's office earn seven to twenty-one days of vacation leave depending on the number of years employed and ten days of sick leave. At the end of each year, all unused sick leave and vacation leave is forfeited. The cost of leave privileges, computed in accordance with GASB Codification Section C60, is recognized as a current year expenditure in the general fund when leave is actually taken.

TOTAL COLUMN ON BALANCE SHEET

The total column on the balance sheet is captioned Memorandum Only (overview) to indicate that it is presented only to facilitate financial analysis. Data in this column does not present financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

ESTIMATES

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

C. CASH AND CASH EQUIVALENTS

At June 30, 2002, the Sheriff has cash and cash equivalents (book balances) totaling \$9,059,888, as follows:

Petty cash	\$ 750
Certificates of deposit	4,137,728
Interest bearing demand deposits	4,921,410
Demand deposits	<u>-0-</u>
Total	<u>\$ 9,059,888</u>

LIVINGSTON PARISH SHERIFF
NOTES TO THE FINANCIAL STATEMENTS
As of and For the Year Ended June 30, 2002

These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties (GASB Category 3).

Deposit balances (bank balances) at June 30, 2002 are secured as follows:

Bank Balances	<u>\$ 10,000,054</u>
Federal Deposit Insurance	\$ 200,000
Pledged Securities (Category 3)	<u>9,800,054</u>
Total	<u>\$ 10,000,054</u>

Even though the pledged securities are considered uncollateralized under the provisions of GASB Statement 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Sheriff that the fiscal agent has failed to pay deposited funds upon demand.

D. CHANGES IN GENERAL FIXED ASSETS

A summary of changes in general fixed assets for the year ended June 30, 2002 follows:

	<u>Balance July 1, 2001</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance June 30, 2002</u>
Equipment	<u>\$ 5,205,755</u>	<u>\$ 1,367,367</u>	<u>\$ 310,259</u>	<u>\$ 6,262,863</u>
Total	<u>\$ 5,205,755</u>	<u>\$ 1,367,367</u>	<u>\$ 310,259</u>	<u>\$ 6,262,863</u>

E. PENSION PLAN

Substantially all employees of the Livingston Parish Sheriff's office are members of the Louisiana Sheriffs Pension and Relief Fund (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

LIVINGSTON PARISH SHERIFF
NOTES TO THE FINANCIAL STATEMENTS
As of and For the Year Ended June 30, 2002

All sheriffs and all deputies who are found to be physically fit, who earn at least \$400 per month, and who were between the ages of 18 and 50 at the time of original employment are required to participate in the System. Employees are eligible to retire at or after age 55 with at least 12 years of credited service and receive a benefit, payable monthly for life equal to a percentage of their final-average salary for each year of credited service. The percentage factor to be used for each year of service is 2.5 percent for each year if total service is at least 12 but less than 15 years, 2.75 percent for each year if total service is at least 15 but less than 20 years, 3 percent for each year if total service is at least 20 years. In any case, the retirement benefit cannot exceed 100 percent of the final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service, and who do not withdraw their employee contributions, may retire at or after age 55 and receive the benefit accrued to their date of termination as indicated previously. Employees who terminate with at least 20 years of credited service are also eligible to elect early benefits between ages 50 and 55 with reduced benefits equal to the actuarial equivalent of the benefit to which they would otherwise be entitled to at age 55. The System also provides death and disability benefits. Benefits are established by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Sheriffs Pension and Relief Fund, Post Office Box 3163, Monroe, Louisiana 71220, or by calling (318) 362-3191.

Plan members are required by state statute to contribute 10.0 percent of their salary and the Livingston Parish Sheriff is required to contribute at an actuarially determined rate. The current rate is 7.0 percent of annual covered payroll. Contributions to the System also include one-half of one percent of the taxes shown to be collectible by the tax rolls of each parish and funds as required and available from insurance premium taxes. The contribution requirements of plan members and the Livingston Parish Sheriff are established and may be amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Livingston Parish Sheriff's contributions for the years ending June 30, 2002, 2001, and 2000, were \$304,377, \$219,854, and \$146,035, respectively, equal to the required contributions for each year.

F. POST RETIREMENT BENEFITS

The Livingston Parish Sheriff provides certain continuing health care and life insurance benefits for retired employees. Substantially all of the Sheriff's employees become eligible for these benefits if they reach normal retirement age while working for the Sheriff's office. These benefits for retirees are provided through an insurance company whose monthly premiums are paid 100% by the employee.

LIVINGSTON PARISH SHERIFF
NOTES TO THE FINANCIAL STATEMENTS
As of and For the Year Ended June 30, 2002

G. LOUISIANA DEFERRED COMPENSATION PLAN

All of the employees of the Livingston Parish Sheriff are eligible to participate in the State of Louisiana deferred compensation plan. Employees may contribute up to 25% of their salary (not to exceed \$7,500 a year) to the plan on a pre-tax basis. The contributions are withheld from the employees' paycheck and the Sheriff matches up to \$600 per month for each employee. The contributions are fully vested immediately and are remitted to a third-party administrator each payday, where they are deposited to an account in the employee's name. The Livingston Parish Sheriff does not assume any liability for the funds and does not have any control over the funds once they are remitted to the third-party administrator. During the year ended June 30, 2002, the Sheriff's matching funds totaled \$102,833.

H. CHANGES IN AGENCY FUND BALANCES

A summary of changes in agency fund balances due to taxing bodies and others for the year ended June 30, 2002 follows:

	<u>Balance at Beginning of Year</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance at End of Year</u>
Agency Funds:				
Sheriff's	\$ 379,457	\$ 3,144,948	\$ 3,174,593	\$ 349,812
Tax Collector	<u>855,254</u>	<u>20,787,538</u>	<u>21,076,709</u>	<u>566,083</u>
Total	<u>\$ 1,234,711</u>	<u>\$ 23,932,486</u>	<u>\$ 24,251,302</u>	<u>\$ 915,895</u>

I. GASB 34 IMPLEMENTATION

In June, 1999, the Governmental Accounting Standards Board (GASB) unanimously approved Statement No. 34, Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments. GASB No. 34 established new financial reporting requirements for all state and local governments and consists of the following:

- A. Management discussion and Analysis (MD&A) section providing an analysis of the Government entity's overall financial position and results of operations
- B. Basic Financial Statements:
 1. Government-wide financial statements prepared using the economic resources measurement focus and the accrual basis of accounting. These statements are designed to provide a broad overview of a government entity's financial statement, in a manner similar to private sector business.
 2. Fund financial statements, consisting of a series of statements that focus on a government's major governmental funds, using the modified accrual basis of accounting, and enterprise funds, if any.

LIVINGSTON PARISH SHERIFF
NOTES TO THE FINANCIAL STATEMENTS
As of and For the Year Ended June 30, 2002

3. Notes to the financial statements that include various disclosures for the government-wide and fund financial statements to ensure that a complete picture is presented.
4. Required supplementary information, such as budgetary comparison schedules.

In addition, this new GASB statement requires depreciation expense to be reported in the government-wide financial statements. However, depreciation expense will not be reported in the fund statements that use the modified accrual basis of accounting. The Sheriff will implement the general provisions of GASB Statement No. 34 for the year ending June 30, 2003.

J. TAXES PAID UNDER PROTEST

The unsettled balances due to taxing bodies and others in the agency funds at June 30, 2002, as reflected on Statement A, include \$520,270 of taxes paid under protest plus interest earned to date on the investment of these funds totaling \$6,423. These funds are held pending resolution of the protest and are accounted for in the Tax Collector Agency Fund.

K. RISK MANAGEMENT

The Sheriff carries commercial insurance for all major categories of risk including workers' compensation, general liability, and automobile liability. There have been no significant reductions in insurance coverage for the current year. Settlement amounts have not exceeded insurance coverage for the current year or the three prior years.

L. STATE REVENUE SHARING FUNDS

The 2002 revenue sharing funds provided by Act 1000 of 2001 were distributed as follows:

Livingston Parish	
School Board	\$ 629,054
Police Jury	268,131
Library	109,318
Fire Protection District No. 1	20,458
Fire Protection District No. 4	57,869
Fire Protection District No. 5	67,703
Fire Protection District No. 7	3,654
Fire Protection District No. 10	10,416
Fire Protection District No. 11	3,075
Sheriff: Law Enforcement District	399,871
Commission	159,372
Assessor	79,911
Juvenile Justice Commission	12,146
Pension Funds	25,730
Gravity Drainage District	32,079
Total	<u>\$ 1,878,787</u>

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Donald A. Dean, CPA
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Independent Auditors' Report on Additional Information

December 27, 2002

Honorable Willie Graves
Livingston Parish Sheriff

We have audited the financial statements of the Livingston Parish Sheriff as of and for the year ended June 30, 2002, and have issued our report thereon dated December 27, 2002. These financial statements are the responsibility of the Livingston Parish Sheriff's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

Our audit was made for the purpose of forming an opinion on the component unit financial statements taken as a whole. The accompanying schedules of Agency Funds - Combining Balance Sheet and Agency Funds - Schedule of Changes in Balance Due to Taxing Bodies and Others are not a required part of the financial statements. The supplemental information has been subjected to tests and other auditing procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated in all material respects in relation to the financial statements taken as a whole.

Respectfully submitted,



Dean and Dean, CPA's

SUPPLEMENTAL INFORMATION

LIVINGSTON PARISH SHERIFF
SUPPLEMENTAL INFORMATION SCHEDULES
As of and for the Year Ended June 30, 2002

FIDUCIARY FUNDS - AGENCY FUNDS

SHERIFF'S FUND

The Sheriff's Fund accounts for funds held in civil suits, sheriff's sales, and garnishments. It also accounts for collections of bonds, fines, and costs and payment of these collections to the recipients in accordance with applicable laws.

TAX COLLECTOR FUND

Article V, Section 27 of the Louisiana Constitution of 1974, provides that the sheriff will serve as the collector of state and parish taxes and fees. The Tax Collector Fund accounts for the collection and distribution of these taxes and fees to the appropriate taxing bodies.

LIVINGSTON PARISH SHERIFF
 FIDUCIARY FUND TYPE - AGENCY FUNDS
 COMBINING BALANCE SHEET
 JUNE 30, 2002

	<u>Sheriff's Fund</u>	<u>Tax Collector Fund</u>	<u>Total</u>
<u>ASSETS</u>			
Cash and cash equivalents	<u>\$ 349,812</u>	<u>\$ 566,083</u>	<u>\$ 915,895</u>
Total Assets	<u><u>\$ 349,812</u></u>	<u><u>\$ 566,083</u></u>	<u><u>\$ 915,895</u></u>
<u>LIABILITIES AND FUND EQUITY</u>			
Due to taxing bodies and others	<u>\$ 349,812</u>	<u>\$ 566,083</u>	<u>\$ 915,895</u>
Total liabilities	<u>349,812</u>	<u>566,083</u>	<u>915,895</u>
Fund equity	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Total Liabilities and Fund Equity	<u><u>\$ 349,812</u></u>	<u><u>\$ 566,083</u></u>	<u><u>\$ 915,895</u></u>

LIVINGSTON PARISH SHERIFF
 FIDUCIARY FUND TYPE - AGENCY FUNDS
 SCHEDULE OF CHANGES IN BALANCE DUE TO
 TAXING BODIES AND OTHERS
 FOR THE YEAR ENDED JUNE 30, 2002

	Sheriff's Fund	Tax Collector Fund	Total
BALANCES AT BEGINNING OF YEAR	\$ 379,457	\$ 855,254	\$ 1,234,711
ADDITIONS			
Suits, sales, etc.	2,095,669		2,095,669
Fines and bonds	548,316	514,623	1,062,939
Advance deposits	334,535		334,535
Garnishments	151,749		151,749
Interest	14,679	41,728	56,407
Ad valorem taxes		17,415,742	17,415,742
Prior year taxes		215,927	215,927
Parish licenses		377,333	377,333
Sportsman licenses		5,182	5,182
State revenue sharing		1,878,787	1,878,787
Redemptions and refunds		338,216	338,216
Total Additions	3,144,948	20,787,538	23,932,486
REDUCTIONS			
Deposits settled to:			
State of Louisiana:			
Department of Wildlife and Fisheries		4,645	4,645
Commission on Law Enforcement		14,808	14,808
Tax Commission		1,163	1,163
Forestry Commission		19,245	19,245
Treasurer		20,168	20,168
Livingston Parish:			
School Board		6,707,762	6,707,762
Sheriff	812,635	4,699,584	5,512,219
Police Jury	156,792	2,190,357	2,347,149
Library		1,396,873	1,396,873
Recreation Districts		1,298,539	1,298,539
Fire Protection Districts		1,603,698	1,603,698
Assessor		1,151,303	1,151,303
Drainage Districts		304,061	304,061
Clerk of Court	162,136	53,087	215,223
Twenty-first Judicial District:			
District Attorney	65,815	64,206	130,021
Judicial Expense Fund		16,470	16,470
Indigent Defender Board	77,645	55,258	132,903
Juvenile Justice		423,200	423,200
Municipalities		210,794	210,794
Pension Funds		501,185	501,185
Attorney and litigants	1,525,705		1,525,705
Appraisers, helpers, etc.	321,402		321,402
Refunds and Redemptions		340,303	340,303
Other	52,463		52,463
Total Reductions	3,174,593	21,076,709	24,251,302
BALANCES AT END OF YEAR	\$ 349,812	\$ 566,083	\$ 915,895

OTHER REPORTS REQUIRED BY
GOVERNMENT AUDITING STANDARDS

The following pages contain reports on internal control structure and compliance with laws and regulations required by Government Auditing Standards, issued by the Comptroller General of the United States. The report on internal control structure is based solely on the audit of the financial statements and includes, where appropriate, any reportable conditions and/or material weaknesses. The report on compliance with laws and regulations is, likewise, based solely on the audit of the presented financial statements and presents, where applicable, compliance matters that would be material to the presented financial statements.

Independent Auditor's Report on Compliance and on Internal
Control Over Financial Reporting Based on an Audit of
Financial Statements Performed in Accordance
with Government Auditing Standards

December 27, 2002

Honorable Willie Graves
Livingston Parish Sheriff and
Ex-Officio Parish Tax Collector
Livingston, Louisiana

We have audited the accompanying component unit financial statements of the Livingston Parish Sheriff as of and for the year ended June 30, 2002, and have issued our report thereon dated December 27, 2002. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of the sheriff's compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. Except as discussed in the Schedule of Findings and Questioned Costs, the results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Livingston Parish Sheriff's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses.

Honorable Willie Graves
December 27, 2002

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

This report is intended for the Sheriff, management, and the Louisiana Legislative Auditor. However, this report is a matter of public record and its distribution is not limited.

Respectfully submitted,

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke, representing the signature of Dean and Dean, CPAs.

Dean and Dean, CPAs

**LIVINGSTON PARISH SHERIFF
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2002**

We have audited the financial statements of the Livingston Parish Sheriff as of and for the year ended June 30, 2002, and have issued our report thereon dated December 27, 2002. We conducted our audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Our audit of the financial statements as of June 30, 2002 resulted in an unqualified opinion.

Section I – Summary of Auditor’s Reports

a. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control

Material Weaknesses ☐ Yes ☒ No Other Conditions ☐ Yes ☒ No

Compliance

Compliance Material to Financial Statements ☐ Yes ☒ No

Section II – Financial Statement Findings

- 2002-1 The Sheriff did not formally adopt a budget for the year ended June 30, 2002 before the year began on July 1, 2001, as required by LSA-RS 39:1304. We recommend the Sheriff complete all steps necessary to adopt the budget prior to the beginning of the fiscal year.

LIVINGSTON PARISH SHERIFF
MANAGEMENT'S CORRECTIVE ACTION PLAN
FOR THE YEAR ENDED JUNE 30, 2002

FINDING

2002-1 The Sheriff did not finalize the budget for the Year until after the beginning of the fiscal year. This is a violation of LSA-RS 39:1304. We recommend the Sheriff complete the budget before the beginning of the fiscal year.

MANAGEMENT'S PLAN

We were moving our accounting records and office and were not able complete the steps necessary to adopt the budget before the beginning of the year. All future budgets will be adopted before the fiscal year begins.

**LIVINGSTON PARISH SHERIFF
SCHEDULE OF PRIOR YEAR FINDINGS
FOR THE YEAR ENDED JUNE 30, 2002**

FINDING	STATUS
2001-1 EXPENDITURE LAW FINDING - The Sheriff used public funds to pay for emblems for patrol cars that included the Sheriffs name.	Resolved.